Phoenix Program
Process Definition – General Ledger

Process	***Create a FEDSACTUAL Non-reversing Journal***
Process Number	***GL – 018***

Description of Process

Enter a FEDSACTUAL journal using Reversal option of "None." This is a regular journal to record an adjustment to the FEDSACTUAL ledger only. The Reversal option is located in the Header Panel of the Journal Entry panel group. The reversal option of "None" assumes no automatic reversal of this entry. This is the default. No Control Totals are entered on the Totals Panel.

Input to Process

Journal is written up, signed, assigned a number and approved. The journal is then entered into PeopleSoft.

Output of Process

FEDSACTUAL Journal with reversal option of "None" is ready to through the Edit, Budget Checking, and Post processes in the nightly batch cycle.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Journal Entry

Business Process Description

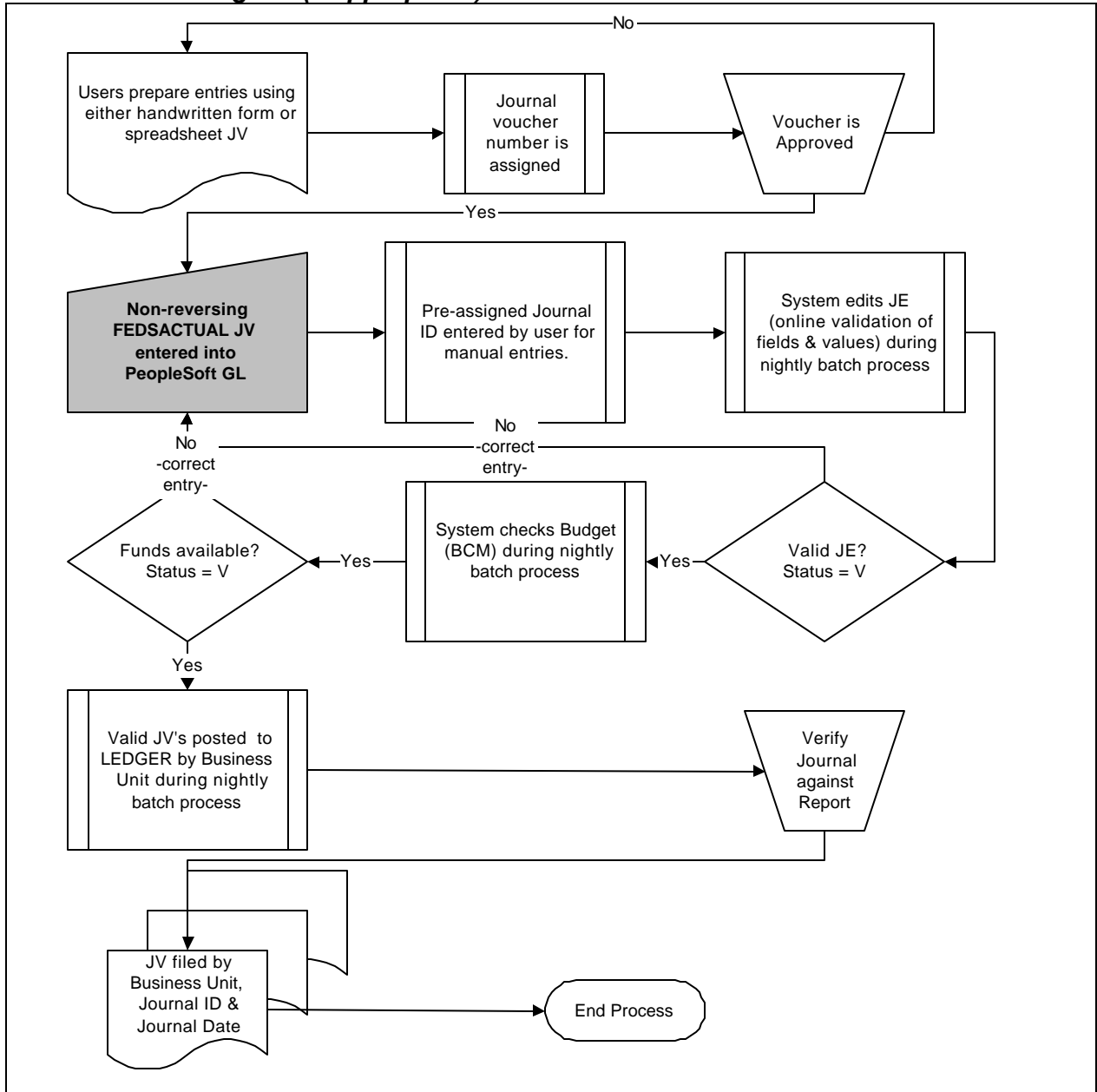| Process Description	Responsibility (Agency/Centralized)
Step 1: Create identifiers for the journal Enter 46200 as the Business Unit, and enter the General Ledger Journal ID and the Journal Date for your particular journal. These three fields represent the key fields for all journals. The date will default to today's date, but can be modified as needed. Also, if you want to make an entry to a previous accounting period, you should use the last day of the period to which you want the journal to post.	Agency
Step 2: Complete information on Header Panel Select FED as the source from the Source Field drop down box. The available options are as follows: MAN = Regular Journal GAP = GAAP Only Journal FED = FEDS Only Journal Select ACTUALS as your ledger group. Select FEDACTUALS as your ledger. This means that transactions will only post to that specific ledger, not all ledgers in the ACTUALS ledger group. Your reversal option will default to "None."	Agency
Step 3. Enter a Long Description Enter a long description to identify the nature of the journal.	Agency
Step 4: Enter ChartField Information On the Lines Panel you will enter all of your ChartField information. You will enter the Account, Fund, Organization, Program, Sub-Classification, Budget Year, Project/Grant, and Amount for each line in your journal. All fields are required.	Agency
Step 5: Verify Totals Even though you have not entered Control Totals for this journal, you should go to the Totals Panel and verify that you are in balance. All journals must balance debits and credits by Business Unit, Fund, and Program or the journals will not pass the Edit Process.	Agency
Step 6: Correct any identified errors	Agency
Step 7: Save the journal The journal is now ready to go through Edit, Budget Checking, and Post process in the nightly batch cycle.	Agency

Forms Used with Process (#)

**Attach sample form(s) \\DOAS_COMMONS_01\VOL1\DATA\COMMONS\PDocs\Financials\GL-General Ledger\Business Process Flows\Journal Processing\JVENTRY.xls

Process Flow Diagram (if appropriate):

```
                                    ── No ──────────────────────────────────┐
     ┌──────────────────┐      ┌──────────────┐      ┌──────────────┐        │
     │ Users prepare    │      │ Journal      │      │              │        │
     │ entries using    │─────▶│ voucher      │─────▶│ Voucher is   │        │
     │ either handwritten│     │ number is    │      │ Approved     │        │
     │ form or           │     │ assigned     │      │              │        │
     │ spreadsheet JV    │     └──────────────┘      └──────────────┘        │
     └──────────────────┘              │                                     │
            │              ── Yes ──────┘                                     │
            ▼                                                                 │
     ┌──────────────────┐      ┌──────────────┐      ┌──────────────────┐    │
     │ Non-reversing    │      │ Pre-assigned │      │ System edits JE  │    │
     │ FEDSACTUAL JV    │─────▶│ Journal ID   │─────▶│ (online validation│   │
     │ entered into     │      │ entered by   │      │ of fields &      │    │
     │ PeopleSoft GL    │      │ user for     │      │ values) during   │    │
     │                  │      │ manual entries│     │ nightly batch    │    │
     └──────────────────┘      └──────────────┘      │ process          │    │
            ▲                         │               └──────────────────┘   │
        No ─┤          ── No-correct entry ──┐              │                │
     -correct                                │              ▼                │
      entry                                  │                               │
            │                                │                               │
      ◇─────────◇      ┌──────────────┐      ◇──────────◇                    │
     │ Funds     │     │ System checks│     │ Valid JE? │── Yes ─────────────┘
     │ available?│◀Yes─│ Budget (BCM) │◀Yes─│ Status = V│
     │ Status = V│     │ during nightly│    ◇──────────◇
      ◇─────────◇      │ batch process │
            │           └──────────────┘
           Yes
            ▼
     ┌──────────────────┐                   ┌──────────────┐
     │ Valid JV's posted│                   │ Verify       │
     │ to LEDGER by     │──────────────────▶│ Journal      │
     │ Business Unit    │                   │ against      │
     │ during nightly   │                   │ Report       │
     │ batch process    │                   └──────────────┘
     └──────────────────┘
            │
            ▼
     ┌──────────────┐              ┌──────────────┐
     │ JV filed by  │              │ End Process  │
     │ Business Unit,│────────────▶│              │
     │ Journal ID & │              └──────────────┘
     │ Journal Date │
     └──────────────┘
```

Process Signoff

Tested By
Date Tested